



**General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule Price List**



**Maryland  
Transcription  
Service**

**685 Mosser Road, Suite 7 • McHenry, MD 21541**

**Phone: 240-442-5103**

**Fax: 240-442-5128**

[www.mts4transcription.com](http://www.mts4transcription.com)

[info@mts4transcription.com](mailto:info@mts4transcription.com)

**FSG Schedule: 36**  
***Office, Imaging & Document Solutions***

**Contract Number: GS-03F-0170W**

**Contract Period: June 15, 2010 — June 14, 2015**

**Special Item Numbers (SINs):**

**51 506 --- Document Conversion Services**

**51 509 --- Network Connectivity Support Services**

**Business Size: Small, Woman Owned**  
**Federal ID: 52-2133687**



## TABLE OF CONTENTS

About the Company.....	1-2
Information for Ordering Activities .....	3-4
Blanket Purchase Agreements .....	5-6
Basic Guidelines for Contractor Teaming Arrangements .....	7
GSA Product Pricelist .....	8



**Maryland  
Transcription  
Service**

## About the Company

### MTS the answer to all your transcription needs...

MTS is a digital dictation provider. Whether your need is [Medical, Legal or Business Transcription](#), MTS can provide a solution. MTS is a leader in the industry offering a wide range of products and services including but not limited to integration into your EMR.

MTS boasts 11 years of service excellence, certified and experienced staff including MTs, QA specialists, Auditors, and Document Management Specialists focussed on delivering quality services to its clients. Our solutions and services lend assistance to our clients in their efforts to achieve efficiency in their practice, hospital, firm and/or company.

### Mission Statement:

MTS recognizes that our success relies on customer satisfaction, an understanding of our clients' needs, and MTS team efforts. As such our mission statement is threefold:

1. To provide our clients with service-oriented "old fashioned approach" to attention.
2. To provide quality leaders in the field with expertise in order to provide you, the client, with the quality, accuracy and turnaround which you deserve.
3. To work with each client on an individual basis to assure that they are given the custom service that is necessary for their business to thrive.

### Quality Pledge:

At MTS we believe that quality in product and service is key to ensuring success in Medical, Legal and Business document workflow. Our esteemed clients and partners deserve nothing but our best.

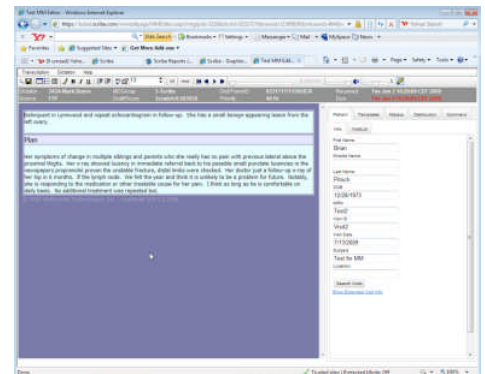
### Our Services:

#### Medical, Legal and Business Transcription Services:

MTS Customizes our services to cater to your needs.

Whether your staff are on the move between sites or dictating from their desks, your organization needs to find flexible dictation methods and minimize lost productivity. MTS' use of Scribe simplifies the dictation process by adapting to physicians' needs and providing access anywhere, anytime.

The staff at MTS consists of certified medical transcriptionists, para legals and business transcriptionists who utilize the latest technology in conjunction with our Scribe platform dictation system. MTS and Scribe's innovative products and services assists the client in simplifying the dictation process by providing dictation from a variety of devices – PC, Laptop, Internet, Telephone, Digital Portable or PDA – Anywhere, Anytime, Any Place.





At MTS, our focus is on providing advanced transcription methods, client assistance and services such as:

- **EMR Tagging**
- **EMR Solutions**
- **Medical Billing-Coding**
- **Defined Claims Collections**
- **Call Center Services**
- **Quality-driven, precision-bound Transcription**
- **24-Hour Transcription turnaround time (TAT)**
  - **STAT Service – 2 to 3 hour (TAT)**
    - **99% Accuracy**
- **Scribe Platform electronic signature, fax/email**
  - **Document workflow management**



**Maryland  
Transcription  
Service**

**Information for Ordering Activities:**

<b>1. Special Item Numbers:</b>	51 506 --- Document Conversion Services 51 509 --- Network Connectivity Support Services
<b>2. Maximum Order:</b>	SIN 51-506: \$1,000,000. SIN 51-509: \$1,000,000.
<b>3. Minimum Order:</b>	\$100.
<b>4. Geographic Coverage:</b>	The 48 contiguous states and the District of Columbia.
<b>5. Point of Production:</b>	USA
<b>6. Discounts from List Prices:</b>	Prices shown herein are net (discounts deducted).
<b>7. Quantity/Volume Discounts:</b>	1% discount on single orders between \$500,000 - \$999,999; or a 1.5% discount on single orders > \$1,000,000.
<b>8. Prompt Payment Terms:</b>	Net 30 Days
<b>9a. Government Purchase Cards Accepted at or below Micro-purchase Threshold:</b>	Yes. As required by clause 552.232-77, Payment by Government Commercial Purchase Card (MAR 2000) (Alternate I--MAR 2000), the Government Commercial Purchase Card will be accepted for purchase <u>up to</u> the Micro Purchase Threshold, currently \$3,000, and for greater amounts at the discretion of Contractor.
<b>9b. Government Purchase Cards Accepted above the Micro-purchase Threshold:</b>	Yes. Government purchase cards are accepted <i>above</i> the micro-purchase threshold.
<b>10. Foreign Items:</b>	Not Applicable
<b>11a. Time of Delivery:</b>	2 Days ARO or as agreed upon with ordering activity.
<b>11b. Expedited Delivery:</b>	1 Day ARO or as agreed upon with ordering activity. Expedited delivery will incur additional charges to be agreed upon at time of quotation/delivery order.
<b>11c. Urgent Requirements:</b>	Contact Contractor.
<b>12. F.O.B. Point:</b>	Destination.



**Maryland  
Transcription  
Service**

<b>13a. Ordering Address:</b>	Maryland Transcription Service, LLC Attn: Government Sales 685 Mosser Road, Suite 7 McHenry, MD 21541
<b>13b. Ordering Procedures:</b>	For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA), and a sample BPA can be found at the GSA/FSS Schedule homepage ( <a href="http://www.fss.gsa.gov/schedules">www.fss.gsa.gov/schedules</a> ).
<b>14. Payment Address:</b>	Maryland Transcription Service, LLC Attn: Government Sales 685 Mosser Road, Suite 7 McHenry, MD 21541
<b>15. Warranty Provision:</b>	Standard Commercial Warranty
<b>16. Export Packing Charges:</b>	Not Applicable
<b>17. Terms and Conditions of Government Purchase Card Acceptance:</b>	Contractor will accept Government Purchase Card up to and above the current Micro-Purchase Threshold.
<b>18. DUNS Number:</b>	166577275
<b>19. Central Contractor Registration (CCR):</b>	Contractor's CCR registration is current and accurate.



**Maryland  
Transcription  
Service**

**BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) \_\_\_\_\_.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

\_\_\_\_\_  
Ordering Activity Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

**BPA NUMBER** \_\_\_\_\_



**Maryland  
Transcription  
Service**

(CUSTOMER NAME)  
**BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.





**Maryland  
Transcription  
Service**

## **BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.



**Maryland  
Transcription  
Service**

**GSA Pricelist  
Effective: 6/15/10**

SIN	MFR PART NO	PRODUCT NAME AND DESCRIPTION	UOI	COMMERCIAL LIST PRICE	GSA PROPOSED PRICE W/IFF	COUNTRY of ORIGIN
51 506	MTS-TAT	Standard Medical Transcription Service (During Business hours)	per Line	\$ 0.16	\$ 0.13	US
51 506	MTS-STAT	STAT (Short Turn-Around Time) Medical Transcription Large Clinics/practices/Hospitals (During Business Hours)	each	\$5.00 <sup>1</sup>	\$ 4.09	US
51 506	MTS-STAT-After	STAT (Short Turn-Around Time) Medical Transcription (After Standard Business Hours)	per Line	\$ 0.20	\$ 0.16	US
51 509	MTS-NetworkInt	Network Integration Services	per hour	\$ 220.00	\$ 180.09	US

**Footnote 1: This item is charged per STAT Report and in addition to MTS-TAT of \$0.16 per line charge**